
Mississippi Management and Reporting System

Department of Finance and Administration

MMRS MASH/Training Materials		
8204	LSO Agency Training Approver Guidelines	Effective Date: 05/01/2016
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LSO Training Approver Course Approval

In Learning Solution (LSO) you may have to approve or deny training requests that your employee(s) submit. If the course is initially set up requiring supervisor approval for the enrollment, use the following steps to either approve or deny their participation in the course:

Courses That Require Approval

Training approval notifications will appear in your **“Universal Worklist”** (UWL).

When you login through the MAGIC portal, you will select the tab for **HOME**, then you will select **Universal Worklist**. The items that need to be approved will be displayed there.

1. Select the link for each item you want to process in your Universal Worklist. You will have four options when processing the training request.
 - a. Approve – Approves the employee’s training request.
 - b. Reject – Denies the employee’s training request.
 - c. Process Later – Saves it back to your Universal Worklist for you to process later.
 - d. Replace – Saves it back to your Universal Worklist for you to process later.
2. Select either **“Approve”** or **“Reject.”**
A pop-up box asking you to confirm or cancel your selection appears.
3. Select **“OK.”**

Helpful Hint # 1: Unlike MELMS, when your employee requests participation in a course, the LSO system “holds” a seat in the class for them until the request is approved (your employee then becomes “firmly booked” in the course) or rejected (the reserved space in the training is opened back up for another employee to request).

Helpful Hint # 2: The request will stay in your Universal Worklist for **48 hours**. If it is not processed within 48 hours, the LSO system will automatically reject the training request.

For Courses That DO NOT Require Approval

Your employee will automatically be “firmly booked” in the training session the moment they request participation in the course.

If you need any assistance, please contact your Agency Training Coordinator for assistance.